



## Viewing Correspondence on the Insurers' Pending Reports

By law, final supplemental reports, WKC13's, are due within 30 days after the date of final payment. Since the Division does not request the final payment date or record it, the Division considers these reports to be prompt if they are received within 45 days from the most recent reported return to work date, unless PPD is paid. The "due date" below is generally 180 days from the date the Division received the last WKC13 report. In some cases, where PPD is due, the due date is later and reflects when all PPD would be paid. Although the worker may still be receiving compensation, the Division requests a report by the "due date" in order to update its payment records. Overdue reports are subject to \$100 surcharges and may be referred to the Office of Commissioner of Insurance (OCI) or the Bureau of Insurance Programs (BIP) for self-insured employers.

Claims handling office: WEST BERNARD, 20065

**\*\*Indicates open correspondence\*\***

WC Number	Insurer	Claim Number	SSN	Claimant	Injury Date	Due Date	Employer
<a href="#">2011000728</a>					12/29/2010	09/20/2011	
<a href="#">2011000267</a>					12/16/2010	07/06/2011	
<a href="#">2007000212</a>					12/20/2006	08/05/2012	
<a href="#">2011000718</a>					12/29/2010	09/24/2011	
 <a href="#">2011000704</a>					01/03/2011	10/03/2011	
<a href="#">2010000828</a>					02/13/2008	08/25/2011	
<a href="#">2010000110</a>					12/18/2009	11/25/2011	
<a href="#">2004000122</a>					12/23/2003	07/03/2011	
<a href="#">2011000039</a>					11/02/2010	08/21/2011	
<a href="#">2009000833</a>					12/16/2008	08/25/2012	
<a href="#">2010000667</a>					12/18/2009	12/22/2010	
<a href="#">2010000537</a>					03/31/2009	01/02/2011	
<a href="#">2011000169</a>					10/15/2010	08/21/2011	
<a href="#">2011000160</a>					12/23/2010	08/21/2011	
<a href="#">2011000877</a>					10/23/2010	01/23/2012	
<a href="#">2007000082</a>					11/16/2006	02/14/2011	
<a href="#">2010000559</a>					11/11/2009	08/08/2014	
<a href="#">2011000571</a>					01/04/2011	10/03/2011	
<a href="#">2011000057</a>					12/28/2010	10/01/2011	
<a href="#">2010000514</a>					12/26/2009	03/13/2011	
<a href="#">2010000854</a>					09/29/2009	06/07/2012	

The  image displayed to the left of the WC Number indicates there is open correspondence that may be viewed. Click the WC Number link to display the claim detail page.

## Viewing Correspondence on the Insurers' Pending Reports

By law, first supplemental reports, WKC13's, are due within 30 days of the date of injury or last day of work prior to the first day of lost time, whichever is later.

Overdue reports are subject to \$100 surcharges and may be referred to the Office of Commissioner of Insurance (OCI) or the Bureau of Insurance Programs (BIP) for self-insured employers.

This claim requires a first WKC13 showing the first payment date and first payment amount.

E-mail Reply

Send WKC-13

Send WKC-13A

View Payments

View Open Correspondence

View Worksheet

WC Claim Number:		Ins. Claim Number:	
Claimant Name:		SSN:	
Injury Date:		Due Date	

Send WKC13 and adjust payments according to our calculated wage or advise

Send reply to requested wage information by 04/23/2011

Open correspondence for WC119

\*\*Indicates open correspondence\*\*

Insurer:		Employer:	
Claim Handling Name:		Address1:	
Address1:		Address2:	

Click the View Open Correspondence button on the Claim Details page to display the list of viewable correspondence. NOTE: A status reason line will be listed for each viewable letter "Open correspondence for . . ."

## Viewing Correspondence on the Insurers' Pending Reports

WC Claim Number	2005000325	Ins Claim Number	[REDACTED]
Employee Name	[REDACTED]	SSN	[REDACTED]
Injury Date	06/26/2004	Due Date	07/26/2004
Employer	[REDACTED]		
Address1	[REDACTED]		
Address2	[REDACTED]		
City, State and Zip	[REDACTED]		
Insurer	[REDACTED]		
Claim Handling Name	[REDACTED]		
Address1	[REDACTED]		
Address2	[REDACTED]		
City, State and Zip	[REDACTED]		

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Click on the Document Type link to view the document.

Document Type	Description
<a href="#">WC119</a>	WAGE ADJUSTMENT

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**Click on the Document Type link to open the document. Use the Send WKC-13, Send WKC-13A, buttons to submit the required information. The Back button will return you to the View Open Correspondence screen listing the available documents.**

Note: If the page is "cut-off," after printing. Go to "File," and scroll down until you find "Page Set-up," (highlight) and click. In the margins dialog box click the up, and down arrows to change the margin settings to below. Click OK, when done and close the dialog box.

Margins (inches)

Left:	<input type="text" value="0.166"/>
Right:	<input type="text" value="0.166"/>
Top:	<input type="text" value="0.166"/>
Bottom:	<input type="text" value="0.166"/>

**If you still are having problems printing the full page then continue to adjust margins accordingly.**

## Viewing Correspondence on the Insurers' Pending Reports

The screenshot shows a web-based document viewer. At the top, there is a toolbar with buttons: Save, Reset Image, Fit to Height, Fit to Width, Rotate Left, Rotate Right, and Print. On the left side, there is a vertical pane with three thumbnails of the document pages. The main area displays a letter from the Department of Workforce Development, Division of Worker's Compensation. The letter is dated March 24, 2010, and is addressed to a person whose name and address are redacted. The letter contains the following information:

Department of Workforce Development  
Division of Worker's Compensation  
201 East Washington Avenue  
P.O. Box 7001  
Madison, WI 53707-7001  
Telephone: (608) 266-1340  
Fax: (608) 267-0394  
TTY: (800) 265-3142  
Email: dwddwc@dwd.wisconsin.gov

State of Wisconsin  
Department of Workforce Development  
Jim Doyle, Governor  
Roberta Gassman, Secretary  
Frances Huntley-Cooper, Division Administrator

PP 3-26-10 March 24, 2010


**File Copy**

WC CLAIM NO: 2009-010617  
INJURY DATE: 01/05/09  
EMPLOYEE: [REDACTED]  
EMPLOYER: [REDACTED]  
INSURER NO: [REDACTED]

IF YOU CALL OR WRITE US  
PLEASE USE WC CLAIM NO.

The Worker's Compensation Act provides additional compensation if an employee does not earn at least 85% of the wage in effect at the time of injury. If your current earnings are less than 85% of your wage at time of injury and you believe this is a result of your work injury, please contact our office for further information.

Sincerely,  
[REDACTED]

You can use the viewer buttons to print the worksheet, rotate, view additional pages, etc. However, you will have to  out of the worksheet to get back to the previous screen.